

**PENALTY GUIDE**

<b>NATURE OF MISCONDUCT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>	<b>FIFTH OFFENSE</b>
<b>DELINQUENCY</b>  Payment is past due:	Letter of Warning	Letter of Reprimand	7 day suspension	30 day suspension	Removal
<b>MISUSE</b>  Personal purchases, or cash advances, not related to official travel:  One transaction/cash advance <\$300  One transaction/cash advance >\$300  More than one transaction/cash advance  Note: A transaction is a single use of the card regardless of number of items purchased at one time	Letter of Reprimand  5 day suspension  5 day suspension	7 day suspension  30 day suspension  30 day suspension	30 day suspension  60 day suspension  60 day suspension	Removal  Removal  Removal	
Excessive purchases, or excessive cash advances (as defined by D.R. 2300-001) associated with official travel:  Advance(s) associated with one trip  Advance(s) associated with more than one trip	Letter of Warning  Letter of Warning	Letter of Reprimand  Letter of Reprimand	14 day suspension  14 day suspension	Removal  Removal	
Allowing/enabling another to use the cardholder's card	Removal				
Failure to use Gov't travel card for airline tickets and lodging expenses	Letter of Warning	Letter of Reprimand	7 day suspension	30 day suspension	Removal

Selection of an appropriate penalty involves a responsible balancing of the relevant factors in the individual case. The State Conservationist has the authority to adjust or moderate penalties after considering all relevant information.